

## MEMORANDUM

**To:** CSRC and Gayle Peay  
**From:** Susan Gramling and Janice Ereth  
**Subject:** 2019–20 School Report Content and Planning  
**Date:** April 16, 2020

In light of the school closings due to COVID-19, the NCCD Children's Research Center (CRC) recommends the following adjustments for the preparation and content of each school's 2019–20 annual programmatic profile and educational performance report.

- CRC staff will provide each school with an amended data addendum indicating all data required for the preparation of their final report. This addendum will reflect the fact that end-of-year academic performance data for local measures and for the standardized assessments required by the Department of Public Instruction (DPI) will not be available. Each school will submit all required data within five business days after the original school closing date.
- Student attendance and suspension data will be reported from the beginning of the school year until crisis closure on March 13 or 18, 2020.
- Each school will mail paper parent surveys to CRC. (CRC will also have parents' online surveys.) CRC staff will make two follow-up calls to obtain feedback from parents who did not complete either a paper or online survey.
- The schools' annual reports will include a 2019–20 scorecard with all available data. However, the final scorecard results cannot be compared to previous years' or used directly for recommendations due to the lack of information beyond school closure dates.
- CRC staff will interview each school's board members by phone but will not be able to conduct student surveys or teacher interviews because these happen onsite at schools.
- CRC staff will conduct end-of-year interviews by phone with each school's administrative leadership.